

MEETINGS & EVENTS TERMS AND CONDITIONS

ALL BOOKINGS MADE BY CUSTOMERS IN RESPECT OF SUITES OR ROOMS AT THE COPPID BEECH HOTEL ARE ACCEPTED BY NIKE GROUP HOTELS LTD. (HEREAFTER CALLED THE HOTEL) UPON THE FOLLOWING TERMS AND CONDITIONS.

1. DEFINITIONS

The "Hotel", " We" and "us" means Nike Group Hotels Limited whose registered office is John Nike Way, Bracknell, Berkshire, RG12 8TF.

The "Client" and "You" means the person named as the Customer on the Quotation and who is the organising body/company and organiser responsible for commissioning of any payment for the event.

The "Quotation" means the quotation prepared by the Hotel of the terms upon which the Client wishes to make a booking for the event.

The "Event" means the event to take place as specified on the Quotation.

The "Contract" means the agreement between the Hotel and the Client for the accommodation, catering and other services for the event constituted by the Hotel countersigning the Quotation signed by the Client.

"Booking" means the reservation of the accommodation, catering and other facilities described in the Quotation.

"Specified Date" means the date mentioned in the Quotation as the planned date for the Event or such other date as may have been agreed (subject to conditions) in writing by us.

2. TERMS OF CONTRACT

The Contract is deemed to incorporate the Quotation and these Conditions.

No variation of these Conditions or of the Quotation (save as provided) in these Conditions shall be binding upon the Hotel unless the same is in writing and signed by a Director of the Hotel.

3. CHARGES AND PAYMENTS

Where payment by credit card on the day of the event has been agreed with the hotel, valid card number, expiry date & billing address are required to be detailed on the contract. The payment will then be requested at time of arrival and the method of payment will be authorized prior to allowing access to the event facilities. Therefore the client must ensure that the method of payment is made available to the hotel in a timely manner to avoid disruption.

The Hotel requires at least 25 days notice prior to arrival date to arrange any credit facilities. Credit accounts must not exceed their credit limit at any time. Credit checks will be made at the time of the request, the hotel may recheck the validity of this one month prior to the arrival of the event / booking.

Payment is due, for credit accounts, 14 days following the date of invoice. Payment must be made in pounds sterling (UKL), payable to the Coppid Beech Hotel.

In the event of payment becoming overdue, interest at Bank Base rate, as at the date of invoice, will be added to your account.

4. DEPOSIT

In all cases where client companies do not hold account facilities with the Hotel an initial 20% deposit based on the total estimated cost of the event is required on formation of the Contract.

In cases where credit facilities have not been arranged with us the full contracted value for the event is required one month prior to the arrival date. The client will also be required to provide a method of payment for any additional charges incurred during the event.

Subject to the provisions as to Cancellations, deposits are neither refundable nor transferable.

In the event that any deposit is not paid by the due date (and this includes the non-payment of any cheque for the deposit on presentation to the Client's bankers), the booking will be deemed to have been cancelled and the Client will be subject to the charges below.

5. CONFIRMATION BY THE CLIENT

Final timings, menus and any special requests must be confirmed to the Hotel at least 14 days prior to Specified Date.

6. AMENDMENTS BY THE CLIENT

Amendments to guest numbers and/or arrangements must be confirmed to the Hotel in writing.

Reductions in the duration or contracted value of the booking shall be subject to the Hotel's cancellation policy.

No charges will be made for any reduction in numbers of less than 10% from those stated on the Contract, providing they are received in writing by the Hotel at least 14 days prior to arrival. Postponing an event shall be subject to the hotel's cancellation policy.

7. CANCELLATION POLICY

In the unfortunate circumstances that you have to cancel or wish to postpone your confirmed booking at any time prior to the event, charges will be made as follows:-

Over 90 working days:	20%
28 - 90 working days:	50%
14 - 27 working days:	75%
Less than 14 working days:	Full Charge

These charges include accommodation, room hire and contracted food and beverage revenue. The percentage figure will be calculated on the Hotel's contracted loss of revenue.

Where there is a cancelled or postponed booking the following shall apply:-

The Hotel shall use reasonable endeavours to re-let the facilities and accommodation booked for the cancelled reservation, but will have no liability if it has been unable so to do.

Any cancellation, postponement or partial cancellation should be advised to the management of the Hotel in the first instance verbally. You will be advised at that stage of a cancellation reference. The Client, quoting the cancellation reference, should also confirm all cancellation in writing.

8. AMENDMENTS OR CANCELLATION BY HOTEL

Should the Hotel for reasons beyond its control, need to make any amendments to your booking, we reserve the right to offer an alternative choice of facilities.

Should the Client make significant changes to the programme or the expected number of guests, this may result in amendments in the applicable rates, and/or facilities offered by the Hotel.

The Hotel may cancel the booking

- If the booking might, in the opinion of the Hotel, prejudice the reputation of the Hotel.
- If the Client is more than 30 days in arrears of previous payments to The Coppid Beech Hotel.
- If the Hotel becomes aware of any alteration in the Client's financial situation.

9. ARRIVAL/DEPARTURE

The bedroom accommodation is available from 14.00 on the day of arrival, and must be vacated by 11.00 on the day of departure, unless specific alternative arrangements have been made.

The meeting rooms are available for the time shown on your Contract. Any extension may incur additional charges.

10. GENERAL

The Hotel reserves the right to approve any externally sourced entertainment, services or activities that you have arranged and cannot accept liability for any resultant cost.

Should any of your delegates be unable to correct any aspect or activities unacceptable to the Hotel, the Hotel reserves the right to terminate your stay. Should this occur, no monies will be refunded to you. The Manager's decision is final.

The Client must reimburse the costs of repairing any damage caused to property, contents or grounds by any of your guests to the Hotel.

No wines, spirits or foods brought into the Hotel may be consumed.

The Hotel will not be liable for any failure to provide or delay in providing facilities, services, food or beverages as a result of events or matters outside its control.

The Hotel's name/logo may be used in publicity, once a proof of the promotional material has been agreed with the Hotel.

The Client is responsible for ensuring that any band or musician employed by them complies with statutory requirements and the requirements of the management.

The Hotel must comply with certain licensing and statutory regulations and require the client to fulfill their obligations in this respect.

We are concerned for your health and safety and that of our Hotel. You are required to obtain prior written approval if you wish to fix items to the walls, floors or ceilings.

Prices quoted include VAT at the current rate prevailing when the Contract was prepared and are subject to alteration should the rate change. Currently Room Hire only is not subject to VAT. Should Food and Beverage be contracted for consumption within the same booking as a room contracted on a room hire only basis the entire booking then becomes subject to VAT.

In the event of Cancellation, charges are not subject to VAT

11. LIABILITY

The Hotel's quotation is made on the basis that the client will or has the opportunity to insure against:-

- Cancellation, abandonment or postponement of the event at a premium to cover the anticipated income to the hotel from the event.
- The non-appearance of speakers or delegates, property damage at or to the venue or its contents, third party bodily injury and third party damage.

The Hotel does not accept liability for these risks and will look to the Client (signatory) to make good any losses to the Hotel arising from them in accordance with these Conditions

The Client or event booker must take full responsibility for advising all participants of details of the arrangements made on behalf of the group. The hotel cannot accept responsibility for decisions and arrangements made by the client/booker which do not meet the expectation of other participants

12. CURRENT CONDITIONS

These conditions supersede all previous terms and conditions issued by the hotel and apply to all bookings.

13. APRES & BIER KELLER

Please refer to these specific Terms & Conditions 6 available on request.